

One Time Payment - Enter

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
7/29/2004	Joanne Gallaher	Enter one time payment
11/18/2004	Ligaya West	Edit and updates
12/8/2004	Ligaya West	Edits
1/20/2007	Kelly Welsh	Edits

Purpose

Use this procedure to enter one time payments.

Trigger

Perform this procedure when an employee requires a one time payment.

Prerequisites

None

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code










PA30

Date	Notes
1/20/2007	Edits

Helpful Hints

The Payroll Processor will use this procedure to create one time for employees.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

1. You have started the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data


2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel Number	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 200000919

3. Click  (Enter) to validate information

4. Click 

5. Click 

6. Click  (Create) to create a new record.

Create Additional Payments

7. As required, complete/review the following fields:


Field Name	R/O/C	Description
Wage Type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Example: 2729
Amount	R	It is the total dollar value of a wage type. Example: 50.00

State of Washington HRMS

Title: One Time Payment - Enter
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Date of origin	R	This is a field on Additional Payments infotype used to record the date on which the payment or deduction is effective. The payment or deduction will be processed in the pay period during which the date of origin falls. Example: 1/31/2004

8. Click  (Enter) to validate information.

Create Additional Payments

The screenshot shows the SAP 'Create Additional Payments' form. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area is titled 'Create Additional Payments (0015)'. On the left, there is a 'Find by' section with a tree view showing 'Person' and options for 'Collective search help', 'Search term', and 'Free search'. The main data area contains the following fields:

Personnel No.	20000919	Name	Carmen Reed
PersArea	2350	Dept of Labor & Industries	EEGroup 0 Permanent
PSubarea	0003	Exempt	EESubgroup 00 Hourly (H) OT Exempt Status Active

Below this is the 'Additional Payments' section with the following fields:

Wage type	2655	WASH SCHL EMP CR UN
Amount	A	50.00 USD
Number/unit		
Date of origin	06/30/2005	
Default Date		
Assignment number		
Reason for Change		

At the bottom of the form, there is a 'Save your entries' button and a status bar showing 'RT0 (1) (518)'.

9. Click  to save entries.

Maintain Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 20000919

Name Carmen Reed

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 0003 Exempt EESubgroup 00 Hourly (H) OT Exempt Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Basic Pay ✓

Recurring Payments/Deductions

Additional Payments ✓

Cost Distribution

Bank Details ✓

External Bank Transfers

Payroll Status ✓

Residence Tax Area ✓

Work Tax Area ✓

Period

Period

Fr. To

Today Curr. week

All Current month

From curr. date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype Additional Payments STy

Record created RT0 (1) (518)



The system displays the message "Record created".

10. You have completed this task.

Result

You entered a one time payment for an employee.

Comments

None